

CHIEF FINANCIAL OFFICER

CITY OF LUBBOCK,
TEXAS



EXECUTIVE
RECRUITMENT
PROVIDED BY





The Community

Lubbock, known as “The Hub City,” is situated at the center of the scenic South Plains, between the Permian Basin and Texas Panhandle. Lubbock covers more than 143 square miles and is easily accessible by major transportation thoroughfares I-27, US Highways 82, 84, and 87, and State Highway 114. The City is home to more than 267,000 residents who enjoy the area’s mild climate, beautiful sunsets, and a wide range of recreational and cultural amenities. Lubbock provides a high quality of life that combines the art, leisure, and entertainment opportunities of a major metropolitan area with the friendly hospitality and charm of a small community.

Recent, significant economic development includes the largest project in city history — a \$1 billion cheese plant from Leprino Foods that broke ground in June 2022, a multi-million-dollar capital investment by Bayer Crop Science, an expansion of South Plains College into Downtown Lubbock, and funding support for career and technical education programs in area school districts. Lubbock is also home to one of the largest neighborhood redevelopments in the country. A private developer purchased 325 acres of land in the City’s North Overton neighborhood and cleared more than 900 structures for redevelopment. The massive urban renewal effort was completed in 2019.



Residents of Lubbock enjoy a wide variety of recreational and leisure opportunities. The City has a rich tradition of collegiate athletics featuring the Texas Tech University Red Raiders, who have year-round sporting events from hard-hitting Big XII football matchups to action-packed basketball, baseball, volleyball, and soccer games. There are nine golf courses in the area and numerous lakes and parks. The largest recreational area in the region — the 248-acre Mackenzie Park — features disc golf, a sculpture garden, and Prairie Dog Town. Beautiful Lake Alan Henry, situated on the South Fork of the Double Mountains Fork of the Brazos River, is about an hour south of Lubbock and offers fishing, skiing, camping, hunting, and hiking opportunities for outdoor enthusiasts.



The Community

CONTINUED

The Hub City has much to offer residents culturally. The Lubbock area has long been recognized as a birthplace of original music, producing greats like Buddy Holly and the Crickets, Waylon Jennings, Mac Davis, Roy Orbison, Tanya Tucker, and The Maines Brothers Band. Today, Lubbock continues to launch some of the best musical talents around and is home to a diverse music scene, ranging from country and bluegrass to Tejano, classical, and rock. The City boasts a vibrant art scene with festivals, shows, performances, and exhibitions throughout the year.

Art galleries and museums, such as Broadway Contemporary Fine Arts Gallery, Louise Hopkins Underwood Center for the Arts, and the Museum of Texas Tech University, as well as theaters and performing arts spaces, like the Buddy Holly Hall of Performing Arts and Sciences, Cactus Theater, Depot Entertainment District, and Lone Star Amphitheater, are points of pride in Lubbock. The arts are thriving in this unique Texas community with Ballet Lubbock, Lubbock Symphony Orchestra, and many others.

tagline:

It's Our City

population:

267,285 

median income:

\$58,734 

average home value:

\$198,113 





The Organization

The City of Lubbock is a home rule city operating with a council-manager form of government. The City Council is comprised of the Mayor, elected at-large and serving a two-year term, and six City Council Members representing single-member districts and serving staggered, four-year terms. The Municipal Court Judge is elected at-large and serves a four-year term.

The City Council appoints a professional City Manager responsible for leading the organization and managing the day-to-day operations. The City Council also appoints the City Attorney and City Secretary. All three appointed positions serve at the pleasure of the City Council.

The City offers a full array of municipal services provided by approximately 2,400 staff members and a FY2023-24 budget of \$960 million, supported by an ad valorem tax rate of \$0.480164 per \$100 of assessed value. The City has been awarded the Government Finance Officers Association’s Distinguished Budget Presentation Award more than 30 times.

city council priority areas:

Public Safety

Public Health

Fiscal Discipline

Community Improvement

Redevelopment

Growth and Development

Communication

major employers:

Texas Tech University

Covenant Health System

Lubbock Independent School District

United Supermarkets

University Medical Center

higher education:

Texas Tech University

Texas Tech Health Sciences Center

Wayland Baptist University

Lubbock Christian University

South Plains College



About the Department and Position

Equivalent to an Assistant City Manager and reporting directly to the City Manager, the Chief Financial Officer plans, organizes, and manages the City's financial affairs, including functions of accounting and reporting, financial administration, purchasing, treasury, debt management, budget, and risk management. The CFO manages all public monies, funds, notes, bonds, and other securities belonging to the City, directs the proper collection of all City revenues, and makes all payments upon properly executed payment vouchers or authorization.

The department includes 42 staff positions and an annual budget of \$53.1 million for FY 23-24. Positions reporting directly to the CFO are the Director of Purchasing and Contract Management, Debt and Investment Analyst, Executive Director of Budget, Business Development Director, and Director of Accounting.

The Mission of the Lubbock Finance Department is to manage the City's finances by administering the debt portfolio, purchasing quality goods and services, and recording and measuring financial activities in the Comprehensive Annual Financial Report (CAFR). The Department provides the following:

- Quality goods and services in a cost-effective and timely manner in accordance with local, state, and federal laws and regulations, sound internal controls, and professional procurement principles.
- Accounting services that are high-quality, responsive, timely, cost-effective, and that comply with legal and authoritative guidelines (i.e., General Accepted Accounting Principles, Governmental Accounting Standards Board (GASB), and the Texas Local Government Code).
- Coordinating and monitoring the development of City budgets, ensuring efficient use of resources and compliance with Texas Truth-in-Taxation regulations.
- Providing a global perspective of City operations through research, analysis, and evaluation.
- Administering the Tax Abatement and Enterprise Zone Programs.
- Developing and administering Tax Increment Finance (TIF) Districts and Public Improvement Districts (PID).





Opportunities and Challenges

The new CFO will work closely with the City Council and City Manager to address the following objectives:

- Continually develop and update financial policy guidelines for determining taxes, fees, and other budgeting priorities.
- Examine departmental budgets to maximize City operations and citizen satisfaction.
- Work with state and national leaders to protect natural resources and have a voice in regulations and mandates that affect area businesses.
- Always strive to create a more transparent City decision-making process.

The City of Lubbock is looking for a visionary and strategic leader to become a key member of the organization's management team. The new CFO will play a key role in helping to achieve City goals by focusing on the following:

- Fiscally responsible growth and development – Striking a balance between fiscal conservatism and investment in future growth.
- Innovative funding options – Analyzing and championing innovative, conservative funding options will be necessary.
- Strategic planning – Oversee the development of long-term and short-term operating and CIP budget planning to strengthen the analysis of City operations thereby benefiting decision making.

recent accolades:

#1 Mid-Size City With The Shortest Commute To Work By Safeco Insurance

#4 As Best U.S. Cities To Get A Job By Business.Com

#15 On The 35 Best Cities For People 35 And Under By Vocativ.Com

#11 Among Best Cities For Students In Small Metros By The American Institute For Economic Research

#1 The Best City For Professional Women By Movoto.Com

#10 Best City For Veterans, Most Recession Recovered City, and The Best Run City In America By Wallethub.Com



Ideal Candidate

The City of Lubbock seeks a resourceful, innovative leader with the skills and dedication needed to help the organization realize its vision for continued, sustainable growth. The CFO will work closely with the City Council and City Manager in setting financial and budgetary objectives and developing financially sound strategies that will allow the City to provide the highest quality services to its residents with the least amount of waste and debt accrual.

The new CFO must be politically savvy, adept at building strong, highly productive, and cooperative relationships with City Council Members and City Staff and be able to handle sensitive situations with tact and diplomacy. The chosen candidate will be an effective communicator with exceptional interpersonal skills who can convey complex financial policies, procedures, and precedents to Council, staff, business representatives, community groups, and citizens.

The CFO will foster a culture of accountability and transparency within the organization and encourage collaboration across departments. An experienced manager with strong leadership skills, the next CFO will establish performance standards and measures within the department, establish priorities and goals, fully articulate expectations, and delegate responsibility with confidence.

The selected individual will be a highly ethical professional who leads by example. A great degree of analytical ability and inductive reasoning is required to devise appropriate approaches to deal with exceedingly complex challenges, negotiate sensitive issues, and respond to controversial positions.

The City seeks an enthusiastic public servant with a strong understanding of City operations, outstanding strategic planning skills, and substantial financial forecasting experience. A thorough knowledge of practices of financial administration in a municipal setting, including debt management, truth-in taxation calculations, accounting, investments, and treasury functions is required.



Education and Experience

A bachelor's degree from an accredited college or university in accounting, public administration, business administration, or a closely related field is required. A master's degree is preferred. The selected candidate must have seven (7) to 10 years of progressively responsible experience in managing large financial operations, and at least three (3) years at the senior management level. At least 10 or more years of experience as a CFO of a large business or medium-sized municipality, designation as a Certified Government Finance Officer, and/or Certified Public Account credentials are highly desired.

Compensation and Benefits

The City of Lubbock offers a competitive salary depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS), with a 7% required employee contribution and a municipal matching ratio of 2:1 and offers a voluntary 457b deferred compensation plan. A full range of benefits is offered, including medical, dental, vision, and life insurance, and paid leave and vacation time.

Application Process

[Please apply online](#)

For more information on this position, contact:

Jay Singleton, Senior Vice President

Strategic Government Resources

JaySingleton@GovernmentResource.com

(817) 223-2654



The City of Lubbock is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

[City of Lubbock](#)

[City Manager's Office](#)

[Finance Department](#)

[Lubbock Chamber of Commerce](#)

[Lubbock Economic Development Alliance](#)

